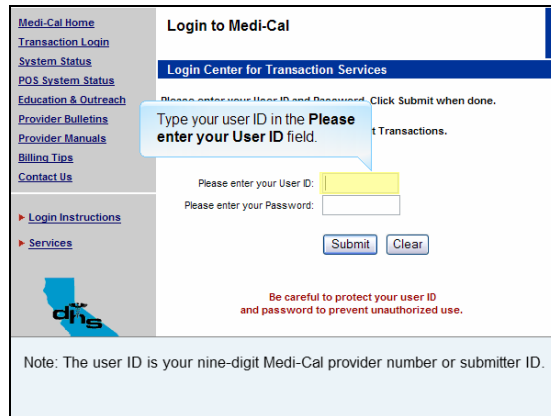


Internet Multiple Subscriber

Note: Information used to complete examples is fictitious.



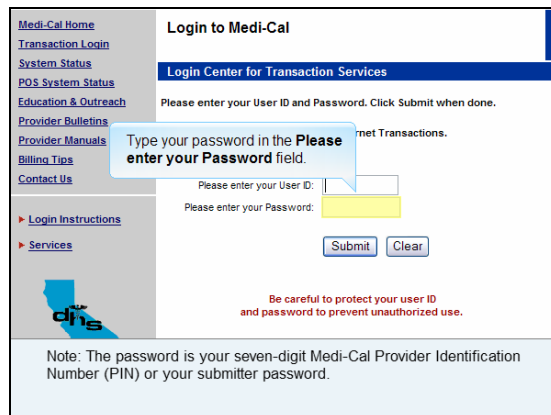
Click the **Transaction Login** link on the Medi-Cal Web site to log on to Transaction Services.



The screenshot shows the 'Login to Medi-Cal' page. On the left is a navigation menu with links: Medi-Cal Home, Transaction Login, System Status, POS System Status, Education & Outreach, Provider Bulletins, Provider Manuals, Billing Tips, and Contact Us. Below these are 'Login Instructions' and 'Services'. The main content area has a header 'Login Center for Transaction Services' and instructions: 'Please enter your User ID and Password. Click Submit when done.' Below this are two input fields: 'Please enter your User ID:' and 'Please enter your Password:'. A callout box points to the User ID field with the text 'Type your user ID in the Please enter your User ID field.' At the bottom of the main area is a red warning: 'Be careful to protect your user ID and password to prevent unauthorized use.' A footer note states: 'Note: The user ID is your nine-digit Medi-Cal provider number or submitter ID.'

Type your user ID in the **Please enter your User ID** field.

Note: The user ID is your nine-digit Medi-Cal provider number or submitter ID.



This screenshot is identical to the one above, showing the 'Login to Medi-Cal' page. However, the callout box now points to the password field with the text 'Type your password in the Please enter your Password field.'

Type your password in the **Please enter your Password** field.

Note: The password is your seven-digit Medi-Cal Provider Identification Number (PIN) or your submitter password.

Click **Submit**.

This is the Medi-Cal Transaction Services menu.

Click the **Multiple Subscriber** link to access the multiple subscriber eligibility application.

From this menu you may choose to:

- Check single subscriber eligibility.

- Check multiple subscribers' eligibility.

In this tutorial, you will learn how to transmit a batch for multiple subscribers' eligibility.

There are two different eligibility pages that will appear depending on whether you have previously submitted an eligibility batch for the given provider number.

[Click if this is the first batch you have ever created for the provider number.](#)

[Click if you have previously created a batch for the provider number and are adding another batch.](#)

Choose an option.

There are two different eligibility pages that will appear depending on whether you have previously submitted an eligibility batch for the given provider number.

Click if this is the first batch you have ever created for the provider number.

Click if you have previously created a batch for the provider number and are adding another batch.

Choose an option.

Add Batch Eligibility Provider

You are logged in as : PROV_TEST

Service Provider Number : PROV_TEST

Welcome to Batch Eligibility! This eligibility for the same patients e Single Subscriber Eligibility appli eligibility verification, please use

Type the provider name that corresponds with the provider ID number used to log on to Transaction Services in the **Please Enter the Information Receiver Name** field.

Please Enter the Information Receiver Name

Type the provider name that corresponds with the provider ID number used to log on to Transaction Services in the **Please Enter the Information Receiver Name** field.

Add Batch Eligibility Provider

You are logged in as : PROV_TEST

Service Provider Number : PROV_TEST

Welcome to Batch Eligibility! This application is useful for Medi-Cal providers who need to verify eligibility for the same patients every month. For patients who are seen less often, please use the Single Subscriber Eligibility application. Batches are processed every two hours. If you need immediate eligibility verification, please use the Single Subscriber Eligibility application.

Please Enter: PROV_TEST

Click Add Provider.

Click **Add Provider**.

Add Batch Eligibility Provider

You are logged in as : PROV_TEST

Service Provider Number : PROV_TEST

Welcome to Batch Eligibility! This application is useful for Medi-Cal providers who need to verify eligibility for the same patients every month. For patients who are seen less often, please use the Single Subscriber Eligibility application. Batches are processed every two hours. If you need immediate eligibility verification, please use the Single Subscriber Eligibility application.

Do you want to add provider?

Click OK to add the provider.

A prompt will appear verifying you would like to add the provider.

Click **OK** to add the provider.

[Education & Outreach](#)
[Provider Bulletins](#)
[Provider Manuals](#)
[Billing Tips](#)
[Contact Us](#)
[Download Print File](#)
[Add Batch](#)
[Update Batch](#)
[Delete Batch](#)
[List All Batches](#)
[Update Provider](#)
[Help on Date](#)
[Transaction Services](#)
[Login](#)
[Exit](#)

Service Provider Number : XXX123456
Information Receiver Name : SMB test
Inactive batches will be deleted after 6 months.

Batch Title	Type	Date	Time
		11/01/2005	15:30:15
		11/04/2005	11:30:03
Beth Test	Web	11/02/2005	11:30:02
Beth2	Web	11/04/2005	11:37:54
DHS Demo updt	Web	03/18/2004	09:15:09
EQ Test	Web	10/26/2005	13:35:01
EQ test batch	Web	11/04/2005	10:26:13
EQ test batch 2	Web	11/04/2005	11:00:08
H-I	Web	02/19/2004	12:00:04

In this tutorial, you will be adding a batch for submission.
The List All Eligibility Batches page will be displayed, showing a list of batches.

The List All Eligibility Batches page will be displayed, showing a list of batches.

In this tutorial, you will be adding a batch for submission.

Click the **Add Batch** link from the navigation bar on the left-hand side of the page.